**Elise Vaillancourt**

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405 Georgetown Drive

Glastonbury, CT 06033

860.335.5641

**Objective**

Self-supporting, self-starter seeking a full time position that allows for educational growth, practical experience, and learning opportunities.

**Education**

Central Connecticut State University, New Britain, CT

Bachelor of Science, Business Administration, May 2011, 3.3 GPA

Major in Marketing

Dean’s List – Spring 2009, Fall 2010, Spring 2011

**Related Courses**

* Market Data Analysis
* Consumer Behavior
* Business-to-Business Marketing
* Management Information Systems
* Legal Environment of Business
* E-Business

**Work Experience**

**Internship**

Computer Sciences Corporation, South Windsor, CT *May 2008 – May 2011*

* Worked 30 hours per week, year round while maintaining full-time college course load
* Assisted in the Project Management Office as a Project Management Associate and in the Central Distribution Center as a Dell Technician:
* Created, updated and analyzed a daily report for managers in order to track progress of various projects
* Managed assets and documents within Remedy report system
* Provided direct customer support to clients
* Prepared devices and assets for redeployment
* Developed multiple redeployment procedures for increased accuracy and efficiency
* Sanitized hard drives to adhere to company policy on the destruction of confidential data

**Cashier**

Stop and Shop Supermarket*,* Glastonbury, CT *June 2007 – August 2007*

* Answered questions and solved problems to achieve customer satisfaction
* Managed department operations, by supervising and delegating tasks to other employees

**Administrative Assistant**

Member Services, LLC*,* Glastonbury, CT *December 2005 – July 2006*

* Project management and implementation
* Data entry and various clerical duties

**Skills**

Exceptional written and oral communication skills

Proficient with the Microsoft Office Suite including Word, Excel, PowerPoint, Access, Project, and Outlook